



Northern Ireland

Courts and  
Tribunals Service

[www.courtsni.gov.uk](http://www.courtsni.gov.uk)

# Juror Notices Online User Guide

*serving the community through the administration of justice*

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This document can be made available in a wide range of alternative formats. Requests should be made to the Communications Group.

## **Juror Notices Online User Guide**

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## 1. Introduction


If you have received a Jury Notice (Form 1) advising you that you have been selected for jury service for the year commencing 1 September, you are required to complete a Form of Return (Form 2).

You must complete and return your Form of Return to the Juries Officer within 14 days of receipt of the Jury Notice. If you fail to make a return within 14 days or make a false statement you will be liable on conviction of a Magistrates' Court to a fine of up to £1,000.

You can now complete your Form of Return online through our website at [www.courtsni.gov.uk](http://www.courtsni.gov.uk) 7 days a week between the hours of 6am and midnight. If you complete the return online you do not need to complete and return by post the form sent to you.

In order to complete the return online, you will need your Juror Reference and Online Reference. These are printed on the Form of Return (Form 2) enclosed in your Juror Notice Pack.

A sample Form of Return (Form 2) is shown below to help you find these details.

  
**FORM OF RETURN (FORM 2)**  
Article 4(3) and (4) of the Juries (Northern Ireland) Order 1996  
Regulation 3(1) and Form 2 in the Schedule to the  
Juries Regulations (Northern Ireland) 1996

<div style="border: 2px solid red; border-radius: 10px; padding: 5px; text-align: center;"><b>Juror Reference: 10/D1/00023</b></div> <p>MILLER ANDREW 49 FERNDAL PK ANTRIM BT91 4QF</p>	<p>You can complete this form online by visiting <a href="http://www.courtsni.gov.uk">www.courtsni.gov.uk</a></p> <div style="border: 2px solid red; border-radius: 10px; padding: 5px; text-align: center;"><b>Online Reference HVBFYYFRXX</b></div> <p><b>Juries Officer</b> Juries Management Team Customer Service Centre PO Box 256 Londonderry BT48 4AP Telephone 028 7126 1329 Fax 028 7137 2105 Email <a href="mailto:customerservicecentre@courtsni.gov.uk">customerservicecentre@courtsni.gov.uk</a></p>
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If you are having problems using the online service or if you have any queries, please contact the Juries Management Team at the Customer Service Centre on 028 7126 1329.

## 2. Login Screen

In order to complete your juror notice return online, you will need a Juror Reference and an Online Reference. These two items are linked and are unique to your juror notice return. This helps to ensure that your details are kept secure and that no-one else can access them.

- Enter your Juror Reference
- Enter your Online Reference
- Click on the 'Next' button



The screenshot shows the login interface for the Northern Ireland Courts and Tribunals Service. At the top, there is a header with the service's logo (scales of justice) and the text "Northern Ireland Courts and Tribunals Service" along with the website address "www.courtsni.gov.uk". Below the header, a grey bar contains the text "Juror Notice Returns Online" and two blue buttons labeled "Exit" and "Help". The main content area is white and contains the instruction "Please enter Juror and Online References" followed by the note "These details can be found on the jury notice". There are two input fields: "Juror Reference" with the value "10/D1/00023" and "Online Reference" with the value "HVBFYFRXX". A blue "Next" button is located at the bottom right of the form.

Online help is available by clicking on the 'Help' button.

### 3. Address Details Screen

This section is designed to confirm that you are still resident in Northern Ireland and if so to confirm that the address details we have for you are correct.

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**Juror Notice Returns Online** Exit Help

John Smith Juror Reference: 10/D1/00023

Select Yes or Select No.

1. Are you still resident in Northern Ireland Yes  No

Note that if you are a student studying outside of Northern Ireland you should answer 'Yes' to this question.

Previous Next

#### Are you still resident in Northern Ireland?

- If you are currently not resident in Northern Ireland, select the 'No' option and click on the 'Next' button which will take you to the Declaration Screen (page 18).
- If you are still resident in Northern Ireland, select the 'Yes' option and the address details which we hold for you will be displayed.

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**Juror Notice Returns Online** Exit Help

John Smith Juror Reference: 10/D1/00023

Select Yes or Select No.  
Select Yes and click on the Next button or Select No

1. Are you still resident in Northern Ireland Yes  No

Note that if you are a student studying outside of Northern Ireland you should answer 'Yes' to this question.

Are these address details correct? 23 Oxford Street, BELFAST BT1 3LA Yes  No

Note that if you are a student studying outside of Northern Ireland please confirm the address details of your home address in Northern Ireland.

Previous Next

#### Are these address details correct?

- If your address details are correctly shown on screen, select the 'Yes' option and click on the 'Next' button which will take you to the Age Details Screen (page 9).
- If your address details are not correctly shown on screen, select the 'No' option which will display house number and postcode fields to allow you to update your address details.



John Smith

Juror Reference: 10/D1/00023

Select Yes or Select No.

Select Yes and click on the Next button or Select No

1. Are you still resident in Northern Ireland Yes  No

Note that if you are a student studying outside of Northern Ireland you should answer 'Yes' to this question.

Are these address details correct? 23 Oxford Street, BELFAST BT1 3LA Yes  No

Note that if you are a student studying outside of Northern Ireland please confirm the address details of your home address in Northern Ireland.

Please enter your house number and postcode to find your address:

House Number

Postcode

Previous

Next

### Search For New Address.

- Enter your house number and postcode in the appropriate fields and click on the 'Next' button. This will search for and display an address or list of addresses which match the house number and postcode details entered.



John Smith

Juror Reference: 10/D1/00023

If the address displayed is correct then click on the Select link to proceed.

If the house number and/or postcode entered are incorrect, click on the Previous button to amend.

If the address displayed is incorrect, click on the Enter Address button to manually enter an address.

Click Select to choose your address or click Enter Address to enter a different one

Address

N I Court Service, Laganside House, 23 Oxford Street, BELFAST BT1 3LA

Select

Previous

Enter Address

### Select New Address.

- If your address is displayed in the list shown on screen, click on the relevant 'Select' link which will update your address details and take you to the Age Details Screen (page 9).
- If your address is not displayed in the list shown on screen, click on the 'Enter Address' button and manually enter your full address details.



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**Juror Notice Returns Online**

**Exit**

**Help**

John Smith

Juror Reference: 10/D1/00023

*Enter your address details in the fields shown below and click on the Confirm button.  
Note that the first two address lines and postcode are mandatory.*

Address   
  
  
  
  
Postcode

**Previous**

**Confirm**

### **Enter New Address.**

- Enter your address details into the fields shown on screen and click on the 'Confirm' button. This will update your address details and take you to the Age Details Screen (page 9).

## 4. Age Details Screen

This screen allows you to confirm if you are of the required age for jury service.

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**Juror Notice Returns Online** Exit Help

John Smith Juror Reference: 10/D1/00023

Select Yes or select No and click on the Next button

2. Will you be 70 years of age or over on 1st September next? Yes  No

Previous Next

### Will you be 70 years of age or over on 1 September next?

- If you will be aged under 70 on 1 September next, select the 'No' option and click on the 'Next' button which will take you to the Disqualified From Jury Service Screen (page 10).
- If you will be aged 70 years or over on 1 September next, select the 'Yes' option which will display a field to allow you to confirm your date of birth.

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**Juror Notice Returns Online** Exit Help

John Smith Juror Reference: 10/D1/00023

Select Yes or select No and click on the Next button  
Enter your Date of Birth in the format dd/mm/yyyy and click on the Next button.

2. Will you be 70 years of age or over on 1st September next? Yes  No

Please enter your Date of Birth (dd/mm/yyyy)

Previous Next

### Enter your date of birth.

- If you will be aged 70 or over on 1 September next, enter your date of birth into the field shown on screen and click on the 'Next' button which will take you to the Declaration Screen (page 18).

## 5. Disqualified From Jury Service Screen

This screen allows you to indicate if you are disqualified from jury service under any of the categories listed in the Jury Notice (Form 1).

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**Juror Notice Returns Online** **Exit** **Help**

John Smith Juror Reference: 10/D1/00023

Select Yes or select No and click on the Next button.

3. Are you disqualified from jury service under any of the categories listed below? Yes  No

**DISQUALIFIED (ie Persons who must not serve on a jury in any court)**

2. Any person who has at any time been convicted by a court in the United Kingdom, the Channel Islands or the Isle of Man and sentenced -  
a) to imprisonment for life or for a term of five years or more; or  
b) to be detained during Her Majesty's pleasure or during the pleasure of the Secretary of State or during the pleasure of the Governor of Northern Ireland

3. Any person who at any time in the last ten years has in the United Kingdom, the Channel Islands or the Isle of Man -  
a) served any part of a sentence of imprisonment or detention; or  
b) been detained in a young offenders centre; or  
c) had passed on him or (as the case may be) made in respect of him, a suspended sentence of imprisonment or an order for detention; or  
d) had made in respect of him a community service order.

4. Any person who at any time in the last five years has, in the United Kingdom, the Channel Islands or the Isle of Man, been placed on probation.

**Previous** **Next**

### Are you disqualified from jury service under any of the categories listed?

- If you are not disqualified from jury service, select the 'No' option and click on the 'Next' button which will take you to the Ineligible For Jury Service Screen (page 12).
- If you are disqualified from jury service, select the 'Yes' option. This will allow you to indicate under which category you are disqualified from jury service and provide some additional details regarding any sentence imposed.

John Smith

Juror Reference: 10/D1/00023

Select Yes or select No and click on the Next button.

If Yes is selected then select one category from the list below and enter the details for the sentence which was previously imposed and click on the Next button.

3. Are you disqualified from jury service under any of the categories listed below? Yes  No

**DISQUALIFIED (ie Persons who must not serve on a jury in any court)**

2. Any person who has at any time been convicted by a court in the United Kingdom, the Channel Islands or the Isle of Man and sentenced -

- a) to imprisonment for life or for a term of five years or more; or
- b) to be detained during Her Majesty's pleasure or during the pleasure of the Secretary of State or during the pleasure of the Governor of Northern Ireland

3. Any person who at any time in the last ten years has in the United Kingdom, the Channel Islands or the Isle of Man -

- a) served any part of a sentence of imprisonment or detention; or
- b) been detained in a young offenders centre; or
- c) had passed on him or (as the case may be) made in respect of him, a suspended sentence of imprisonment or an order for detention; or
- d) had made in respect of him a community service order.

- 4. Any person who at any time in the last five years has, in the United Kingdom, the Channel Islands or the Isle of Man, been placed on probation.

Please give the following details:

Date Sentence Imposed

Length and Description of Sentence Imposed

Previous


Next

**Select the category under which you are disqualified from jury service.**

- If you are disqualified from jury service, select the category under which you are disqualified from jury service. You will also need to enter the date and details of any sentence imposed into the relevant fields and click on the 'Next' button which will take you to the Declaration Screen (page 18).

## 6. Ineligible For Jury Service Screen

This screen allows you to indicate if you are ineligible for jury service under any of the categories listed in the Jury Notice (Form 1).



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**Juror Notice Returns Online** Exit Help

John Smith Juror Reference: 10/D1/00023

Select Yes or select No and click on the Next button.

4. Are you ineligible for jury service under any of the categories listed below? Yes  No

**PERSONS INELIGIBLE FOR JURY SERVICE**

Persons holding or who have at any time held any paid, judicial or other office belonging to any court of justice in Northern Ireland.  
Lay Magistrate.  
The Chairman or President, the Vice-Chairman or Vice-President and the registrar and assistant registrar of any Tribunal.  
Barristers at law and solicitors whether or not in actual practice as such.  
Solicitors' Clerks.  
Students of the Inn of Court of Northern Ireland or of the Law Society of Northern Ireland.  
The Director of Public Prosecutions for Northern Ireland, the Deputy Director of Public Prosecutions for Northern Ireland, and the members of staff of the Public Prosecution Service for Northern Ireland.  
The Chief Inspector of Criminal Justice in Northern Ireland and members of his staff.  
Officers of the Northern Ireland Office or of the Ministry of Justice.  
Officers of the Department of Justice.  
Court security officers.  
Governors, chaplains and other officers of, and members of independent monitoring boards for the following establishments -  
a) a prison within the meaning of the Prison Act (Northern Ireland) 1953;  
b) a juvenile justice centre or attendance centre within the meaning of the Criminal Justice (Children) (Northern Ireland) Order 1998; or  
c) a remand centre or young offenders centre within the meaning of the Treatment of Offenders Act (Northern Ireland) 1968  
The warden or a member of the staff of a bail hostel as defined in Article 2(2) of the Probation Board (Northern Ireland) Order 1982.  
Members of the Probation Board for Northern Ireland.  
Probation officers and persons appointed to assist them.  
A person appointed for the purposes of Article 7 (6) of the Treatment of Offenders (Northern Ireland) Order 1976.  
Police Officers and any other person employed in any capacity by virtue of which he has the powers and privileges of a constable.  
Members and staff of the Policing Board.  
The Police Ombudsman for Northern Ireland and persons employed by him.  
Persons in charge of, or employed in, a forensic science laboratory.  
Prisoner custody officers within the meaning of section 122(1) of the Criminal Justice and Public Order Act 1994.  
Members and employees of the Criminal Cases Review Commission.  
Persons who at any time within the past ten years have been persons falling within any of the foregoing descriptions (except the first) of persons concerned with the administration of justice.  
Persons serving on full pay as members of any of the naval, military or air forces of the Crown raised in the United Kingdom.  
Members of the Royal Irish Regiment.  
Persons suffering from mental disorder within the meaning of the Mental Health (Northern Ireland) Order 1986.  
Persons unable to understand the English Language.

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### Are you ineligible for jury service under any of the categories listed?

- If you are not ineligible for jury service, select the 'No' option and click on the 'Next' button which will take you to the Excusable From Jury Service Screen (page 14).
- If you are ineligible for jury service, select the 'Yes' option which will update the screen to allow you to indicate under which category you are ineligible for jury service.



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Exit

Help

John Smith

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Select Yes or select No and click on the Next button.

4. Are you ineligible for jury service under any of the categories listed below? Yes  No

#### PERSONS INELIGIBLE FOR JURY SERVICE

- Persons holding or who have at any time held any paid, judicial or other office belonging to any court of justice in Northern Ireland.
- Lay Magistrate.
- The Chairman or President, the Vice-Chairman or Vice-President and the registrar and assistant registrar of any Tribunal.
- Barristers at law and solicitors whether or not in actual practice as such.
- Solicitors' Clerks.
- Students of the Inn of Court of Northern Ireland or of the Law Society of Northern Ireland.
- The Director of Public Prosecutions for Northern Ireland, the Deputy Director of Public Prosecutions for Northern Ireland, and the members of staff of the Public Prosecution Service for Northern Ireland.
- The Chief Inspector of Criminal Justice in Northern Ireland and members of his staff.
- Officers of the Northern Ireland Office or of the Ministry of Justice.
- Officers of the Department of Justice.
- Court security officers.
- Governors, chaplains and other officers of, and members of independent monitoring boards for the following establishments -
  - a) a prison within the meaning of the Prison Act (Northern Ireland) 1953;
  - b) a juvenile justice centre or attendance centre within the meaning of the Criminal Justice (Children) (Northern Ireland) Order 1998; or
  - c) a remand centre or young offenders centre within the meaning of the Treatment of Offenders Act (Northern Ireland) 1968
- The warden or a member of the staff of a bail hostel as defined in Article 2(2) of the Probation Board (Northern Ireland) Order 1982.
- Members of the Probation Board for Northern Ireland.
- Probation officers and persons appointed to assist them.
- A person appointed for the purposes of Article 7 (6) of the Treatment of Offenders (Northern Ireland) Order 1976.
- Police Officers and any other person employed in any capacity by virtue of which he has the powers and privileges of a constable.
- Members and staff of the Policing Board.
- The Police Ombudsman for Northern Ireland and persons employed by him.
- Persons in charge of, or employed in, a forensic science laboratory.
- Prisoner custody officers within the meaning of section 122(1) of the Criminal Justice and Public Order Act 1994.
- Members and employees of the Criminal Cases Review Commission.
- Persons who at any time within the past ten years have been persons falling within any of the foregoing descriptions (except the first) of persons concerned with the administration of justice.
- Persons serving on full pay as members of any of the naval, military or air forces of the Crown raised in the United Kingdom.
- Members of the Royal Irish Regiment.
- Persons suffering from mental disorder within the meaning of the Mental Health (Northern Ireland) Order 1986.
- Persons unable to understand the English Language.

Previous

Next

### Select the category under which you are ineligible for jury service.

- If you are ineligible for jury service, select the category under which you are ineligible for jury service and click on the 'Next' button which will take you to the Declaration Screen (page 18).

## 7. Excusable From Jury Service Screen

This screen allows you to indicate if you are excusable from jury service as of right under any of the categories listed in the Jury Notice (Form 1). It also allows you to indicate if you wish to exercise your right to be excused.

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**Juror Notice Returns Online** [Exit](#) [Help](#)

John Smith Juror Reference:10/D1/00023

Select Yes or select No and click on the Next button.

5. Are you excusable from jury service under any of the categories listed below? Yes  No

**PERSONS EXCUSABLE FROM JURY SERVICE AS OF RIGHT**

Peers and peeresses entitled to receive writs of summons to attend the House of Lords.  
Members of the House of Commons.  
Members of the Northern Ireland Assembly.  
Officers and servants of the Northern Ireland Assembly.  
Members of the Scottish Parliament.  
Members of the Scottish Executive.  
Junior Scottish Ministers.  
Members of the European Parliament.  
The Assembly Ombudsman for Northern Ireland and Northern Ireland Commissioner for Complaints.  
Persons in the Northern Ireland Civil Service receiving a salary on a scale the maximum of which is not lower than the maximum of the Grade 5 scale.  
The Chief Electoral Officer and persons appointed to assist him.  
The Comptroller and Auditor General for Northern Ireland.  
The Auditor General for Scotland.  
The Secretary and any Director of the Northern Ireland Audit Office.  
Officers employed in any capacity by the Commissioners for Her Majesty's Revenue and Customs.  
Officers in charge of a head office in Northern Ireland of a department of the Government of the United Kingdom.  
Inspectors of schools.  
Inspectors appointed under Section 123 of the Mines Act (NI) 1969.  
A person in Holy Orders and a regular minister of any religious denomination.  
Vowed members of any religious order living in a monastery, convent or other religious community.  
Practising members of a religious society or other the tenets or beliefs of which are incompatible with jury service.  
Professors and members of the teaching staff of a university or institution of further education and full-time teachers in any school.  
Masters of vessels, duly licensed pilots and lighthouse keepers.  
The following persons if actually practising their profession and registered (including provisionally or temporarily registered), enrolled or certified under the statutory provisions relating to that profession -  
medical practitioners;  
dentists;  
midwives;  
nurses;  
veterinary surgeons and veterinary practitioners;  
pharmaceutical chemists.  
Persons aged between 65 and 70 years.

[Previous](#) [Next](#)

### Are you excusable from jury service as of right under any of the categories listed?

- If you are not excusable from jury service as of right, select the 'No' option and click on the 'Next' button which will take you to the Occupation Details Screen (page 16).
- If you are excusable from jury service as of right, select the 'Yes' option. This will allow you to indicate under which category you are excusable from jury service as of right. It will also allow you to indicate if you wish to exercise your right to be excused from jury service.



Exit

Help

John Smith

Juror Reference:10/D1/00023

Select Yes or select No and click on the Next button.

If Yes is selected then select Yes or No to indicate whether you wish to be excused, select one category from the list below and then click the Next button at the bottom of the screen.

5. Are you excusable from jury service under any of the categories listed below? Yes  No

As you are entitled to claim excusal as of right, do you wish to be excused? Yes  No

PERSONS EXCUSABLE FROM JURY SERVICE AS OF RIGHT

- Peers and peeresses entitled to receive writs of summons to attend the House of Lords.
  - Members of the House of Commons.
  - Members of the Northern Ireland Assembly.
  - Officers and servants of the Northern Ireland Assembly.
  - Members of the Scottish Parliament.
  - Members of the Scottish Executive.
  - Junior Scottish Ministers.
  - Members of the European Parliament.
  - The Assembly Ombudsman for Northern Ireland and Northern Ireland Commissioner for Complaints.
  - Persons in the Northern Ireland Civil Service receiving a salary on a scale the maximum of which is not lower than the maximum of the Grade 5 scale.
  - The Chief Electoral Officer and persons appointed to assist him.
  - The Comptroller and Auditor General for Northern Ireland.
  - The Auditor General for Scotland.
  - The Secretary and any Director of the Northern Ireland Audit Office.
  - Officers employed in any capacity by the Commissioners for Her Majesty's Revenue and Customs.
  - Officers in charge of a head office in Northern Ireland of a department of the Government of the United Kingdom.
  - Inspectors of schools.
  - Inspectors appointed under Section 123 of the Mines Act (NI) 1969.
  - A person in Holy Orders and a regular minister of any religious denomination.
  - Vowed members of any religious order living in a monastery, convent or other religious community.
  - Practising members of a religious society or other the tenets or beliefs of which are incompatible with jury service.
  - Professors and members of the teaching staff of a university or institution of further education and full-time teachers in any school.
  - Masters of vessels, duly licensed pilots and lighthouse keepers.
- The following persons if actually practising their profession and registered (including provisionally or temporarily registered), enrolled or certified under the statutory provisions relating to that profession -
- medical practitioners;
  - dentists;
  - midwives;
  - nurses;
  - veterinary surgeons and veterinary practitioners;
  - pharmaceutical chemists.
- Persons aged between 65 and 70 years.

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Next

Select the category under which you are excusable from jury service as of right.

- If you are excusable from jury service as of right, select the category under which you are excusable from jury service as of right.
- Also, you must indicate if you wish to exercise your right to be excused. Select the 'Yes' option if you wish to exercise your right to be excused and click on the 'Next' button which will take you to the Declaration Screen (page 15). Select the 'No' option if you do not wish to exercise your right to be excused and click on the 'Next' button which will take you to the Occupation Details Screen (page 16).

## 8. Occupation Details Screen

If you are not disqualified, ineligible or excusable from jury service as of right, you need to tell us your current occupation or if you are retired, your previous occupation.



**Juror Notice Returns Online** [Exit](#) [Help](#)

John Smith

Juror Reference: 10/D1/00023

*Search for and select an Occupation from the list displayed.  
If you are retired then tick the checkbox below.  
Click on the Next button.*

6. As you are not disqualified, ineligible, or claiming excusal from jury service, we need to know what your occupation is and if you are retired.

a. Enter part of your occupation here and click "Search"

[Search](#)

Tick here if you are retired.

[Previous](#)

[Next](#)

### Search for occupation.

- Enter part of your occupation title into the field and click on the 'Search' button. You can enter part of the occupation name and the system will search for occupations which match the search criteria. For example, if you enter and search for 'clerk', the system will return accounts clerk, clerk, data entry clerk, etc.
- If you cannot find a matching occupation in the list, try leaving the field blank and just click on the 'Search' button. This will display the full list of occupations available, in alphabetical order, and you can select the one relevant to you.



John Smith

Juror Reference: 10/D1/00023

*Search for and select an Occupation from the list displayed.  
If you are retired then tick the checkbox below.  
Click on the Next button.*

6. As you are not disqualified, ineligible, or claiming excusal from jury service, we need to know what your occupation is and if you are retired.

a. Enter part of your occupation here and click "Search"

zoo

Search

b. Closely matching occupations will appear below. Click on your occupation to select it (you may need to use the scrollbar).

Zoo Keeper
Zoologist

Selected Occupation: Zoo Keeper

If you cannot find your occupation try leaving the search box empty. This will display the full list of occupations in alphabetical order.

Tick here if you are retired.

Previous

Next


### Select your occupation.

- From the list of occupations displayed, select the one which applies to you. The selected occupation will be shown on screen.
- In addition, if you are retired, tick the retired option checkbox.
- Click on the 'Next' button which will take you to the Declaration Screen (page 18)

## 9. Declaration Screen

This screen will summarise the information you have entered and indicate if you are exempt from jury service or not based on the options chosen on the previous screens. If you are exempt from jury service, it will indicate under which category you are exempt.

You should review all of the information carefully including the declaration before clicking Submit.



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**Juror Notice Returns Online** Exit Help

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John Smith Juror Reference: 10/D1/00023

*Tick the checkbox below to confirm your declaration of truth.  
Enter your name in the Signed field. This will be taken as your electronic signature.  
Optionally enter your daytime telephone number and mobile telephone number in the relevant fields.  
Optionally enter and confirm your email address in the relevant fields if you wish to receive an email acknowledgement of your juror notice return.  
Click on the Submit button to send your Juror Notice details to the Juries Officer.*

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**I am not exempt from Jury Service:**

- I am not over 70
- I am not disqualified, ineligible or claiming excusal from jury service
- My occupation is Zoo Keeper

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7. You must complete and return a Juror Notice Return to the Juries Officer within 14 days of receipt. If you fail to make a return within 14 days or make a false statement you will be liable on conviction of a Magistrates' Court to a fine of up to £1,000.

The return can be made either online or by completing the Juror Notice Return issued to you and posting the completed form back to the Juries Office in the pre-paid envelope. If you complete the return online you do not need to complete and return the form sent to you.

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I declare that the particulars given and the statements made are true and correct to the best of my knowledge and belief.

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Signed  Date: 23 Jan 2012

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This section is optional and does not form part of the Juror Notice Return. However, it would be helpful if you could provide contact telephone numbers to allow us to contact you in the future regarding your jury service.

Telephone Num

Mobile Num

---

This section is optional and does not form part of the Juror Notice Return. However, if you want to receive an email acknowledgement of your Juror Notice submission, then please enter and confirm your email address in the fields shown below.

Email Address

Confirm Email Address

---

Previous Submit

## **Check and complete your declaration.**

- Check that the details shown on this screen are correct.
- If you are happy with the summary provided, tick the declaration checkbox on screen. If any details are not as expected or incorrect, click on the 'Previous' button to return to the previous screens to amend your details.
- Type your name into the 'Signed' field.
- Optionally, enter your telephone or mobile number into the relevant fields.
- Optionally, enter your email address into the email address fields. If you enter an email address here, a receipt confirming successful completion of your juror notice return will be sent to the email address specified.
- Click on the 'Submit' button to submit your juror notice return.

## **10. Receipt Screen**

This screen confirms that your juror notice return has been successfully completed and submitted to the Juries Management Team for processing.

The screen will also indicate what further communications you can expect from us regarding your juror notice return.

If an email address was provided on the on the Declaration Screen, then a receipt confirming successful completion of your juror notice return will be sent to the email address specified.

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